

FY2014 Food Aid Proposal Guidance

Annex V

FAIS Proposal Entry Instructions

Food Assistance Division
Office of Capacity Building and Development
Foreign Agricultural Service
U.S. Department of Agriculture

How to Use this Guide

This document provides applicants to the U.S. Department of Agriculture (USDA) Foreign Agricultural Service's (FAS) two food assistance programs (Food for Progress and the McGovern-Dole Program) with specific guidance for entering application content into the Food Aid Information System (FAIS). All proposal applications must be entered into FAIS, and FAS recommends that applicants draft their applications directly in the system.

For ease of use, this document has been laid out in the same sequence as the FAIS proposal module, so that applicants can reference this guide while entering their proposals into FAIS. Specifically, FAIS requires applicants to register their organization, assign roles to their staff in FAIS and complete five sections in order to submit a complete proposal: (1) Proposal Summary, (2) Introduction, (3) Results, (4) Commodity, and (5) PVO Budget. This document is also structured into these five sections.

FAIS URLs:

Public Site: www.fas.usda.gov/fais/public
Log-in Page (user account required): www.fas.usda.gov/fais/webapp

For questions on FAIS, please contact any of the following people:

Nicola Sakhleh, Food for Progress, Branch Chief.....	(202) 720-4228
Debra Pfaff, McGovern-Dole Program, Branch Chief	(202) 720-9434
Johanne Alerte-Reyes, Program Analyst.....	(202) 720-6334

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HOW TO REGISTER FOR FAIS

Register for a USDA EAuthentication Account

All FAIS users must have a USDA eAuthentication (eAuth) account in order to register. Program Participants only require a Level 1 account to access FAIS. To set up an eAuth account, please access the eAuth website and follow the onscreen instructions:

<http://www.eauth.egov.usda.gov/>.



Register Your Organization with USDA

Once you have your e-authentication account you may register your organization with USDA in FAIS. When creating a new account in FAIS (see next step), you must associate yourself with a registered organization. In order to register your organization, follow the instructions under the "How to Use FAIS" heading on the FAIS homepage: <http://www.fas.usda.gov/fais/public>. Please note that your organization is already registered if you have applied for a USDA food aid grant through the previous FADS proposal entry module.

Create a New Account in FAIS

Once your organization is registered, go to <https://www.fas.usda.gov/fais/webapp/> where you will be prompted to sign in using your eAuth account the first time you visit the FAIS webpage. After signing in through the eAuth, you will be directed to create a new account. (See screenshot below.) Follow the onscreen instructions to create your account. After registering, you must wait for a system administrator to activate your account before you can begin to use FAIS. You will be notified by email when your account has been activated. If your account has not been activated within a week, contact Johanne Alerte-Reyes.

The screenshot shows the 'Create a New Account in FAIS' page. The header includes the USDA logo and 'Food Aid Information System'. A navigation bar at the top right contains links: Home, Agreement, Administration, and About FAIS. Below the header, a breadcrumb trail reads 'You are here: Home > Account > Register'. A welcome message says 'Welcome colinamiller [Log Out]'. The main heading is 'Create a New Account in FAIS'. Below this is an 'INSTRUCTIONS' section with a green question mark icon, stating: 'You are registered with USDA EAuthentication. To access the FAIS, you are required to confirm to create a new FAIS account.' The form is divided into two sections: 'Account Information' and 'Organization'. The 'Account Information' section has input fields for 'User name' (colinamiller), 'Last name' (MILLER), 'First name' (COLIN), and 'Email address' (colin.miller@fas.usda.gov). The 'Organization' section has a dropdown menu for 'Organization Type' with 'Program Participant' selected. The dropdown list includes options: <Select>, Food Aid Division, Monitoring & Evaluation Staff, Office of Country & Regional Affairs, Office of Deputy Administrator, Office of General Counsel, Office of Global Analysis, PCR, POST, Program Participant (highlighted), State Department, and US AID.

User Roles and Profiles in FAIS

When setting up an account in FAIS, new users must be designated as either Administrative or Non-Administrative Users. Administrative users will maintain the profiles of all your organizations users and maintain the user accounts. Administrative users can activate user accounts, grant permissions (assign roles) to other users, and disable user accounts. It is the responsibility of the Administrative User for the organization to ensure that roles are properly assigned and those users are deleted (unregistered) as they leave the organization. Non-administrative users can request certain roles, which must be approved later by an Administrative person in their organization and edit their own profile data.

HOW TO CREATE A PROPOSAL

This section explains all of the steps necessary to create a proposal in FAIS up to the point of actually entering proposal content. This section will explain how to initiate a proposal, how to assign contact information, types of users in FAIS, how to assign these user roles, and how to delegate roles to other users.

How to Initiate a Proposal

To initiate a proposal, applicants must select an active solicitation on the FAIS website:

<http://www.fas.usda.gov/fais/public/FoodAid>. (See screenshot below.) Please note that only the Program Participant Director can decide to create a proposal response to the solicitation.

The screenshot shows the 'Proposal List' page in the FAIS system. The search criteria are set to: Organization: ALL, Fiscal Year: 2011, Program Type: ALL, and Country: ALL. The 'Search' button is visible. The left sidebar shows 'My FAIS' with 'Alerts' and 'Data Navigation' sections. The top navigation bar includes links like Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS.

Select the ID number to see the Solicitation for the Program for which you plan to submit a proposal. Select “Apply” to start your application in the FAIS system.

The screenshot shows the 'Active Solicitations : All Programs' page. The table lists two solicitations. A blue arrow points to the 'Apply' link in the 'Actions' column for the first row. Another blue arrow points to the 'FAS - Food Aid Page' link in the left sidebar.

ID	Short Description	Fiscal Year	Type	Solicitation Period	Ant. Award Date	Actions
1	FY 2012 Food for Progress Program Proposal Solicitation	2012	FFPr	06/27/2011 - 09/30/2011	03/01/2012	Apply
6	FY 2012 McGovern-Dole Program Proposal Solicitation	2012	MGD	06/27/2011 - 09/30/2011	03/01/2012	Apply

How to Assign Contact Information

In order to assign contact information to your proposal, click the “Applicant Details” link on the “My FAIS” gray navigation pane on the left hand side of the screen. This will lead you to the screenshot below. Your organization’s general contact information will prepopulate. To add individual contacts, click the “Create New Proposal Contact” link, as indicated by the blue arrow in the screenshot. Fill out the information prompted in the screen that appears. When you save a contact, it will appear in the Proposal Contact table shown in the screenshot.

Proposal Applicant Summary

This page displays the list of people assigned as the contact people for this proposal. A PP Creator or PP Director are given the ability to specify the Proposal Contact personnel by clicking Create New Proposal Contact link above the contact people list table. Notice that this set of people is different than the PP Creator and PP Contributors. The proposal contact people do not necessarily play a part in the proposal development.

[Add/Edit](#)

Participant & Proposal Information

Organization Name: [Redacted]

Address Location: Main

Address Line 1: address1

Address Line 2: 105

City: richmond

State Province: VA

Country: United States

Zip Code: 20876

Proposal Number: 2011-0132

Program Type: 416B

Status: In Progress

Proposal Contact

[Create New Proposal Contact](#)

Title	First Name	Last Name	Designation	Email	Phone	Zip	Contact Type(s)	Action
Mr	[Redacted]	PP_DR1	FAS	none	[Redacted]_PP_DR1@dummy.org	2027204472; 20876	Legal Signatory, Donation Country, Applicant Contact	Edit Delete

Note that every proposal must have a contact designated to each of the following contact types. One person may be assigned as multiple contact types.

- **US-based contact:** Person in the US to contact for following up on this proposal
- **Organization Headquarters Contact:** Person in the organization HQ for proposal follow up
- **Legal Signatory Contact:** Person who can legally sign documents related to the proposal
- **Applicant Contact:** Person to contact for technical questions regarding the proposal
- **In-Country Contact:** Person to contact in the country where the project will be carried out

The Program Participant Director can assign contacts that are not registered in FAIS. By entering a contact in this section, FAIS will automatically register them. If the contact is already registered in FAIS, FAIS will identify this by the email address entered in the proposal contact information.

Types of Users in FAIS

While the contact designations explain a person's role within their own organization, there are also roles which designate the person's role within the FAIS system. There are three types of Program Participant (PP) users that organizations can designate in a FAIS proposal.

- **Program Participant Director:** creates an organization's proposal in FAIS. The PP Director's roles include: creating a proposal; assigning a PP Creator; assigning PP Contributors to work on proposal sections; and approving and submitting a final proposal.
- **Program Participant Creator:** manages the development of a proposal. The PP Creator's roles include: assigning PP Contributors to work on proposal sections and reviewing a proposal before submission to the PP Director.
- **Program Participant Contributor:** works on specific proposal sections, as assigned by the PP Director and PP Creator.

An applicant does not need to designate all three roles in a proposal. The Program Participant Director can designate him/herself as a Creator or Contributor if desired, and Program Participant Directors and Creators can work on proposal sections, in the same way as a Contributor. Additionally, an organization may have more than one person in the same role. It is the responsibility of the PP Admin for the organization to ensure that roles are properly assigned, and that users are deleted (e.g. unregistered) as they leave the organization.

For information on how to assign user roles, please see the next section, on page 10.

How to Assign User Roles in a Proposal

In order to assign user roles in a new proposal, the PP Director (who creates the proposal in FAIS) should click the “Proposal Assignment” link in the “My FAIS” gray navigation pane on the left hand side of the screen. The PP Director should assign a PP Creator, using the dropdown menu seen in the screenshot below. This dropdown menu automatically populate with the contacts entered previously.

USDA United States Department of Agriculture
Food Aid Information System (QA)

Linking U.S. Agriculture to the World
FAS

Home | Reports Out | Agreement | Administration | Proposal Management | Budget | About FAIS

You are here: [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > Proposal Assignment

Welcome [iamint_pp_dir1](#) (Log Off)

Assign Proposal

This page is used to assign the roles for a given proposal. The proposal roles are:

- Proposal Creator:** The person in the organization assigned to be the overall proposal manager. This person will have edit capabilities to all proposal sections and will be the first level reviewer for the various proposal sections if these sections are assigned to other staff members. In order for a person to be assigned this role, that person must be given this role in their FAIS registration profile.
- Proposal Contributor:** A staff member who is assigned to write a given section. A section contributor will be given edit capability only to the section(s) to which he/she is assigned, but is given read capability to all other sections.

The Comments fields are used to convey any instructions to the various people assigned, e.g., date by which the section is due.

[Add/Edit](#)

Basic Information

Organization:

Proposal Number: 2011-0145

Program Type: FFE

Status: In Progress

PP Creator:

Comments:

To assign PP Contributors to specific sections, scroll down the page, until you see the table in the screenshot below. In this section, you can assign PP Contributors to specific proposal sections. These dropdown menus will populate with the contacts entered previously.

Section Name	Contributor	Comments
Introduction Section	<input type="text" value="<Select>"/>	<input type="text"/>
Commodity Section	<input type="text" value="<Select>"/>	<input type="text"/>
Activity Objective Section	<input type="text" value="<Select>"/>	<input type="text"/>
Budget Section	<input type="text" value="<Select>"/>	<input type="text"/>

[Assign](#)

User Delegation

A FAIS user can delegate his/her responsibilities to any user in his/her organization. The delegating user can terminate the delegation when necessary. To set up user delegation, select “Participant User Details” from the “Administration” tab on the menu bar at the top of the screen. Then select the “User Delegation” link on the gray “My FAIS” menu on the left hand side of the screen.



Next, click the “Create New User Delegation” link,



Then select the user to whom you want to delegate your duties.



When the delegated user logs in, he/she will now be able to choose whether they are logged in as him/herself or on behalf of the delegating user.



OVERVIEW OF PROPOSAL SECTIONS

Applicants must enter their proposals in five sections in FAIS:

- **Proposal Summary**
- **Introduction**
- **Results***
- **Commodity***
- **PVO Budget**

Applicants can navigate amongst these sections by using the “My FAIS” gray navigation pane on the left hand side of the FAIS window. (The navigation pane is pictured in the screenshot at the right.)

Every section in FAIS consists of several tabs that are used to navigate throughout the section. Every section contains a summary tab, which contains basic information and sections status. This tab is where you can submit the entire section for review. Each section also contains other information tabs. The screens contained under these tabs allow you to enter information specific to that section and to attach additional documents.

Note that every section contains some additional instructions to help applicants enter content. These instructions also contain character limits for the text boxes in that section, if any exists. To access these instructions, click the questions mark, as in the screenshot below.

My FAIS

Alerts

- Proposal #: 2011-0059
- Organization: 1 Vision Street Inc.
- Solicitation ID: 3
- Program Type: FFPr
- Fiscal Year: 2011
- Status: In Progress
- Country: To Be Decided

Data Navigation

- [Print Proposal](#)
- [View Assignment\(M\)](#)
- [Proposal Summary](#)
- [Proposal Assignment\(M\)](#)
- [Applicant Details](#)
- [Introduction](#)
- [Result](#)
- [Commodity](#)
- [PVO Budget](#)



* Note that the Results and Commodity Sections in FAIS make up what USDA calls the “Plan of Operation” in its regulations. (See 7 CFR 1499.4 and 1599.4.)

COMPLETING THE PROPOSAL SUMMARY

Proposal Summary Tab

Every proposal in FAIS contains a Proposal Summary Screen (see screenshot below). Applicants can access this screen by clicking the “Proposal Summary” link in the “My FAIS” gray navigation pane. This screen allows applicants to view the status of each section, view the proposal workflow history, and submit the proposal for review and submission by the PP Director. Please note that “submit for review” does not submit the proposal to USDA, it only submits the proposal to the PP Director for his/her review. This section is also where applicants must attach all required proposal attachments. See the next section (on page 14) for additional guidance on these attachments.

Proposal Summary | Attachments

Proposal Information

Organization: PVO_Organization1
 Solicitation ID: 3
 Proposal Number: 2011-0038
 Program Type: FFPs
 Status: Assigned
 Country: Afghanistan

Proposal Section Details

Section Name	Contributor	Status	Comments
Introduction Section	PPOrg1Dir1 FAS	Submitted	
Commodity Section	PPOrg1Dir1 FAS	Submitted	
Result Section	PPOrg1Dir1 FAS	Submitted	
Budget Section	PPOrg1Dir1 FAS	Submitted	

Proposal Workflow History

User	Date	Action	Status	Comments
fed_dol FAS	7/1/2011 10:25:48	Assign	Assigned	
PPOrg1Dir1 FAS	7/1/2011 10:19:20	Submit To FAD	Submitted	asdf asdf asd
PPOrg1Dir1 FAS	7/1/2011 10:17:56	Submit For Review	Submitted For Review	asdf asdf asf
PPOrg1Dir1 FAS	5/20/2011 02:35:14	Assign	In Progress	Assign Proposal
PPOrg1Dir1 FAS	5/20/2011 02:34:51	Create	In Progress	Proposal Creation

Showing 1 to 5 of 5 entries | Filter all columns:

Workflow Actions

Submit For Review

Attachments Tab

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are displayed. A navigation bar includes links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below this, a breadcrumb trail reads: 'You are here: Home > Proposal > Proposal Summary > Attachments'. A welcome message says 'Welcome FAD_DO1 [Log Off]'. The main heading is 'Attachments'. Below it, a green 'INSTRUCTIONS' link with a question mark icon is visible. Two tabs are present: 'Proposal Summary' and 'Attachments', with the latter being active. The 'Upload a file' section contains a 'File Type' dropdown menu set to 'Generic', a 'File Name' input field with a 'Browse...' button, a 'Comment' text area, and an 'Upload' button. On the left, a 'My FAIS' sidebar includes an 'Alerts' section and a 'Data Navigation' menu with links: Print Proposal, View Assignment(M), Proposal Summary, Proposal Assignment(M), Applicant Details, Introduction, Result, Commodity, and FVO Budget.

To access the Attachments subsection, click the Attachments tab at the top of the Proposal Summary window. (See the screenshot above.) Under this tab, applicants must upload the following required documents:

- **Project-level Framework**
- **Performance Monitoring Plan**
- **Evaluation Plan**
- **CV of Country Director or Chief of Party**
- **Past Performance Records**
- **Negotiated Indirect Cost Rate Agreement (NICRA)**
- **Most Recent Audited Financial Statement**
- **SF-424**
- **AD-3030**

Applicants may also attach Letters of Support under this tab, but it is not required.

All documents must be uploaded in PDF format. For specific guidance on what information to include in these attachments, please see the FY2014 Food Aid Proposal Guidance document.

COMPLETING THE INTRODUCTION

To complete the Introduction section, click the “Introduction” link on the gray “My FAIS” navigation pane. This will lead you to the Introduction section (see screenshot below), which is broken down into three subsections: Introduction Summary, Introduction Details, and Program Administration List. Applicants can navigate among these subsections by using the tabs at the top of the window (pictured below).

USDA United States Department of Agriculture
Food Aid Information System (QA)

Linking U.S. Agriculture to the World
FAS

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | Budget | About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Introduction Section Summary

Welcome [FAD DOI](#) | [Log Off](#)

Proposal Introduction Section Summary

INSTRUCTIONS ?

Introduction Summary | Introduction Details | Program Administration List

Proposal Information

Organization:

Proposal Number:

Program Type:

Status:

Country:

Proposal Section Workflow History

User	Date	Action	Status	Comments
No data available in table				

Showing 0 to 0 of 0 entries

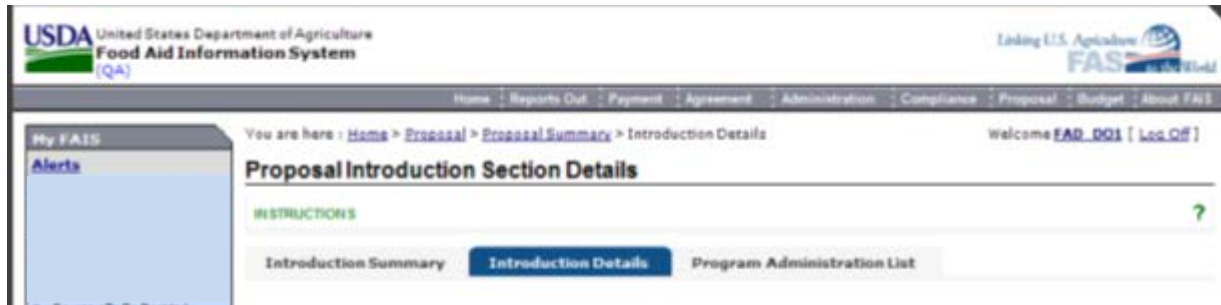
Filter all columns:

FAIS Home | USDA.gov | USDA.gov | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

The Introduction Summary Tab

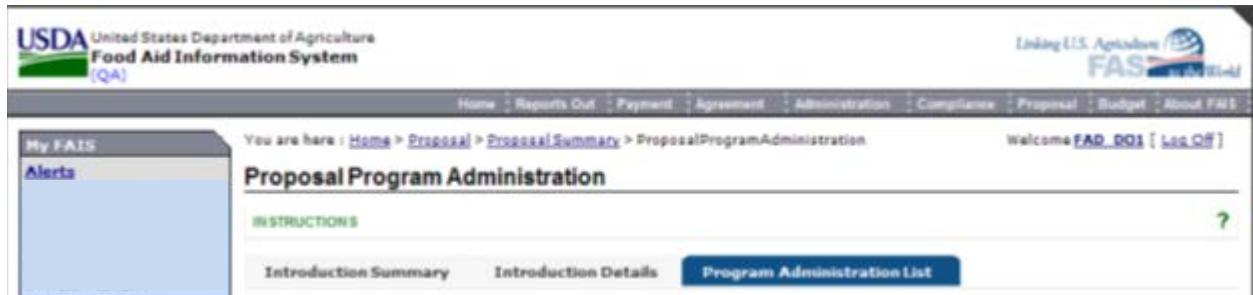
To view the Introduction Summary, click on the Introduction Summary tab on the top of the Introduction window. The introduction summary tab serves two purposes: it shows general proposal information and captures the workflow history for the introduction section (in the “Proposal Section Workflow History” table shown in the screenshot above). As applicants work on the introduction section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Introduction Summary subsection.

The Introduction Details Tab



To begin completing the Introduction Details subsection, click the Introduction Details tab at the top of the Introduction window. (See the screenshot above.) Fill out the information boxes displayed in the window, including: Country, Anticipated Start Date, Anticipated Completion Date and Introduction and Strategic Analysis. (Please note that only boxes shaded yellow are required information.) In the Introduction and Strategic Analysis box, applicants should compose the narrative introduction and strategic analysis. Applicants should follow the program-specific guidance for what is required in the introduction and strategic analysis in the FY 2014 Food Aid Proposal Guidance document.

Program Administration List Tab



To begin completing the Program Administration List subsection, click the Program Administration List tab at the top of the Introduction window. (See the screenshot above.) Under this tab, applicants need to complete the Program Administration List, which will capture the personnel that the applicant organization will dedicate to work on the proposed program. To add personnel to the table, click the “Add new record” button (shown in the screenshot below), and enter the person’s title, the percentage of time he/she will dedicate to the program, and his/her main responsibility. Click the “Insert” button to save the information to the table. Be sure to enter all personnel that will work on the proposed program.

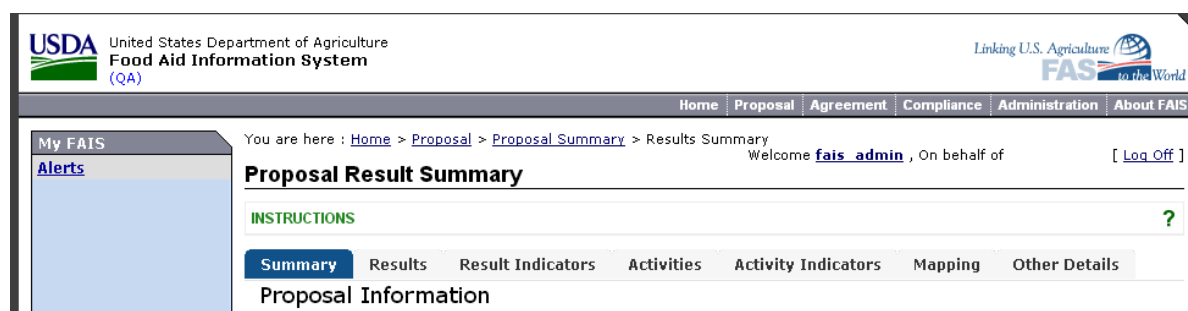
Title	Percentage of Time	Main Responsibility	Action
<input type="text"/>	0.00	<input type="text"/>	Insert Cancel

Title	Percentage of Time	Main Responsibility	Action
Project Manager	100.00	Overseeing Project	Edit Delete
Trainers (3)	100.00	Training Ice Fisherman	Edit Delete
Country Director	40.00	Providing Oversight	Edit Delete

COMPLETING THE RESULT SECTION

To enter your proposal's results and activities, click the "Result" link on the gray "My FAIS" navigation pane. This will lead you to the Results section (see screenshot below), which is broken down into seven subsections: Summary, Results, Result Indicators, Activities, Activity Indicators, Mapping, and Other Details. Applicants can navigate amongst these subsections by using the tabs at the top of the window (pictured below).

In the Result section, applicants will enter the results their organization will achieve and the activities planned to achieve those results. Applicants will describe their activities, results, and indicators. They will also map the connection between the proposed results and activities.



The Result Summary Tab

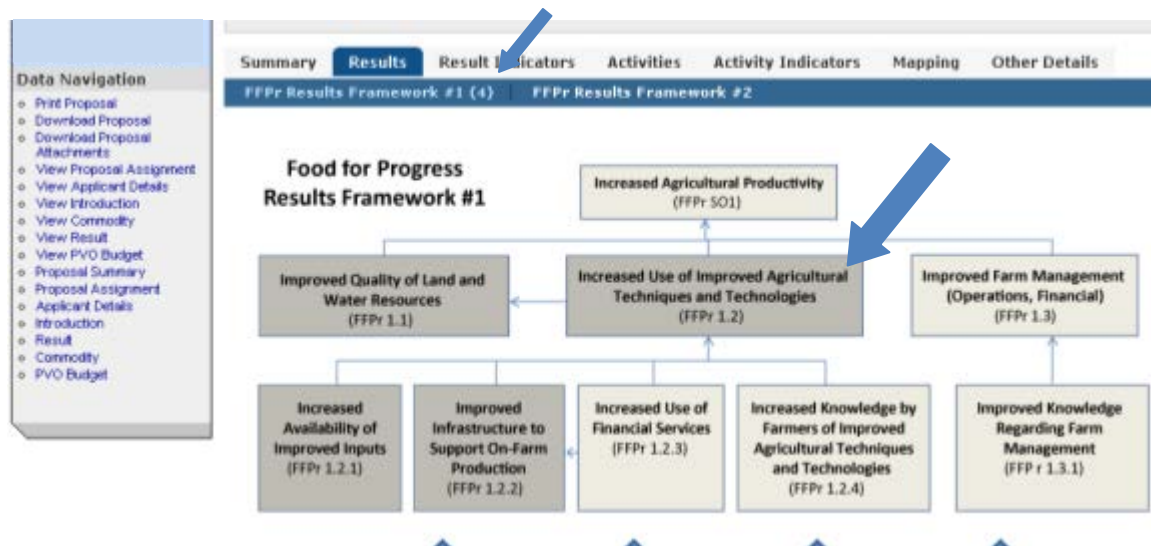
To view the Results Summary, click on the Results Summary tab on the top of the Results window. The Results Summary Tab serves two purposes: it shows general proposal information and captures the workflow history for the results section (in the "Proposal Section Workflow History" table shown in the screenshot above). As applicants work on the Results Section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Results Summary subsection.

The Results Tab: Selecting Results

To begin completing the Results subsection, click the Results tab at the top of the Results window. The first of the two program results frameworks will be visible on the screen. To view the second program results framework, click on the link in the blue box to the Results Framework #2 and the second results framework will appear.

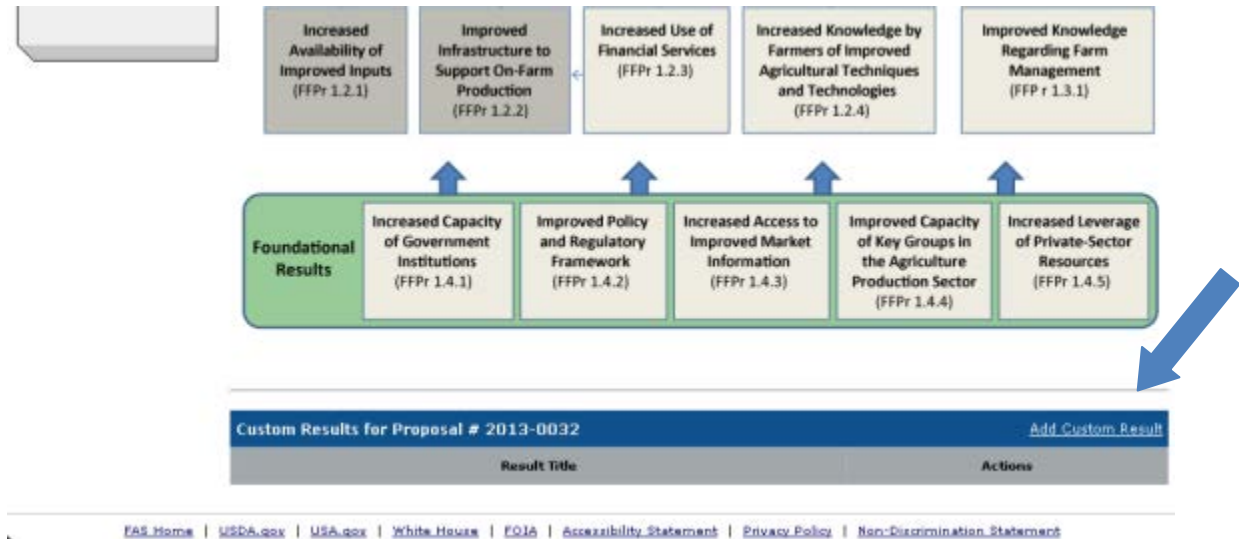


To select a result, simply click on the box with the result. Once selected, the box will be gray. To unselect a result, simply click on the box again and the box will be off-white. FAIS will also keep a count of the number of results selected for each framework and record this number in parenthesis next to the Results Framework #1 and #2 title.



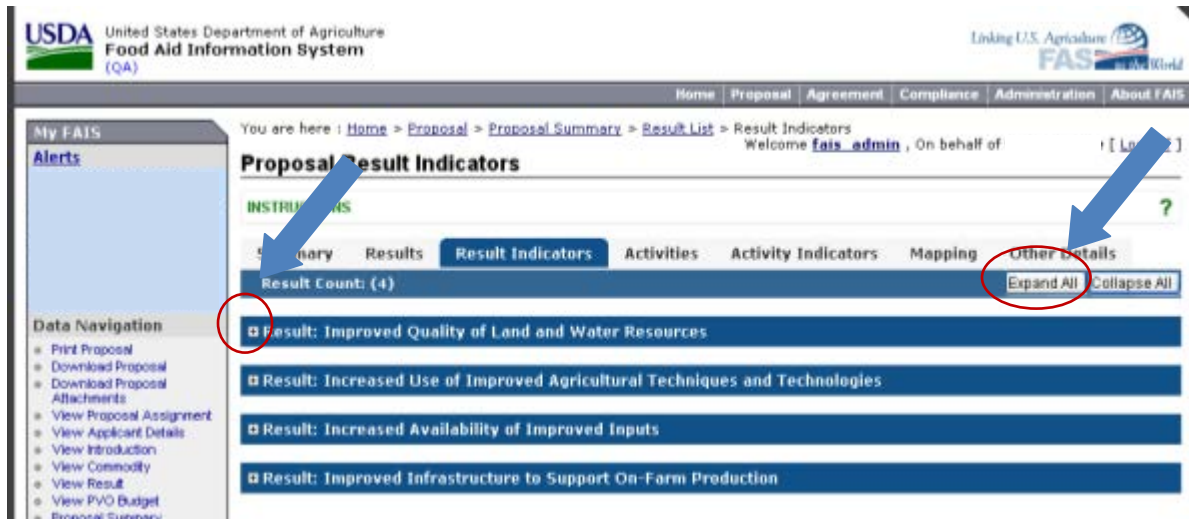
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To add a result not found in FAS's program level frameworks, click "Add Custom Result" at the bottom of the screen.

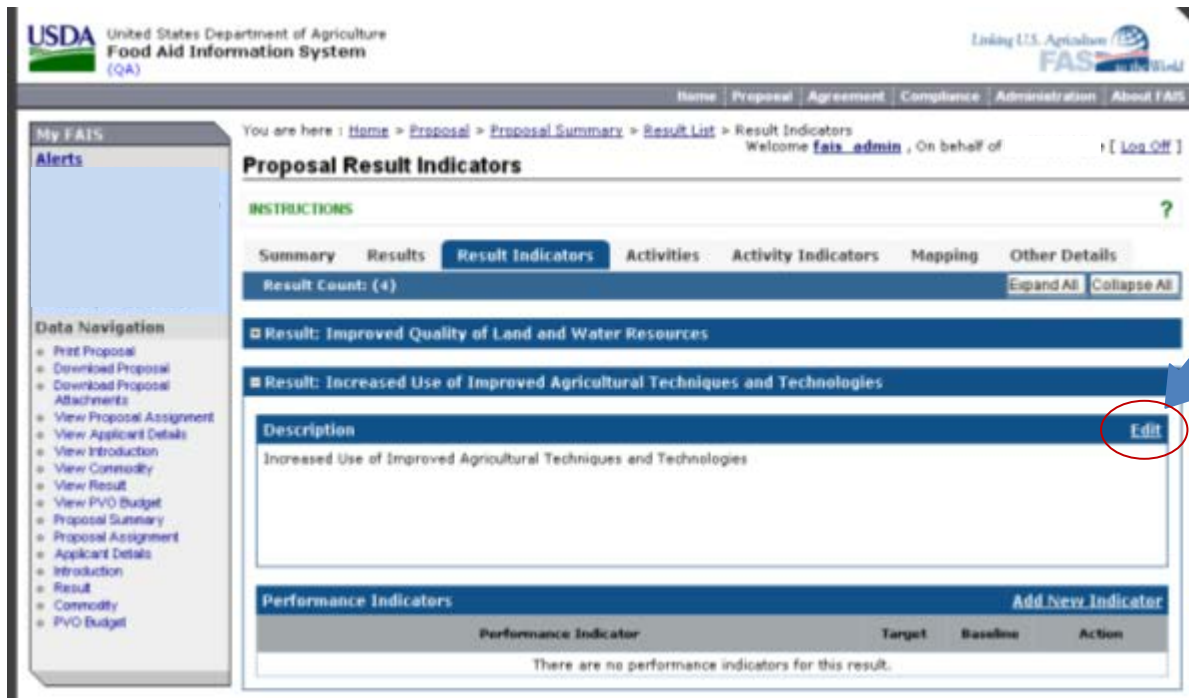


The Results Indicator Tab: Adding Performance Indicators

To add performance indicators to the selected results, click on the results indicator tab. All results that were selected in the Results Tab should appear as a list in the Results Indicator Tab. To add performance indicators to a specific result, click the plus symbol next to the Result title to expand the view. To expand all results, click on the “expand all” button.

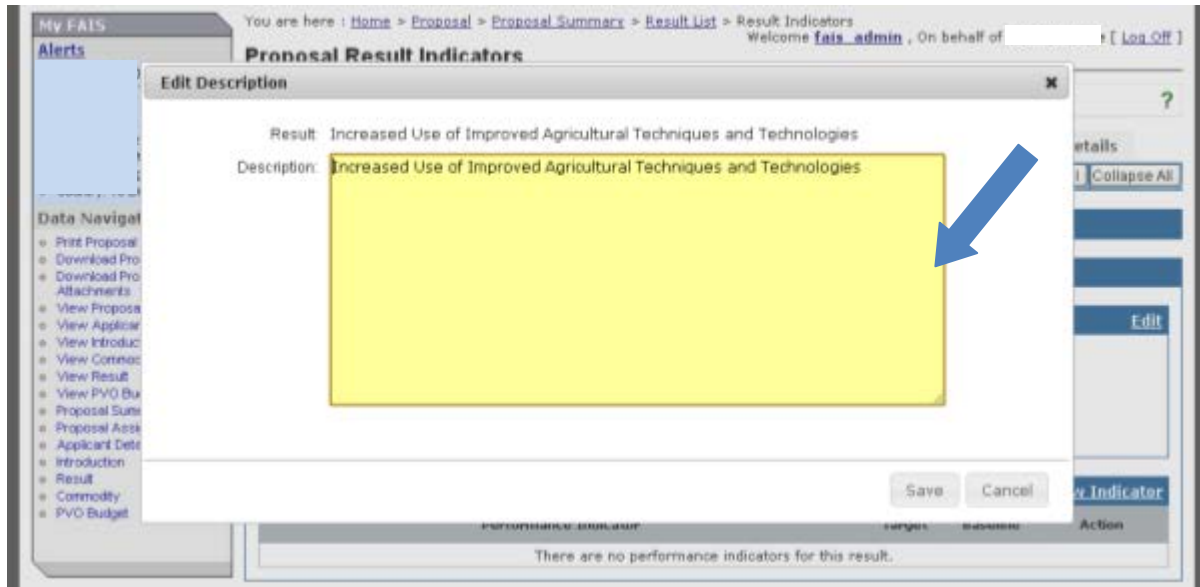


Once the result is expanded, click edit to enter the result description.

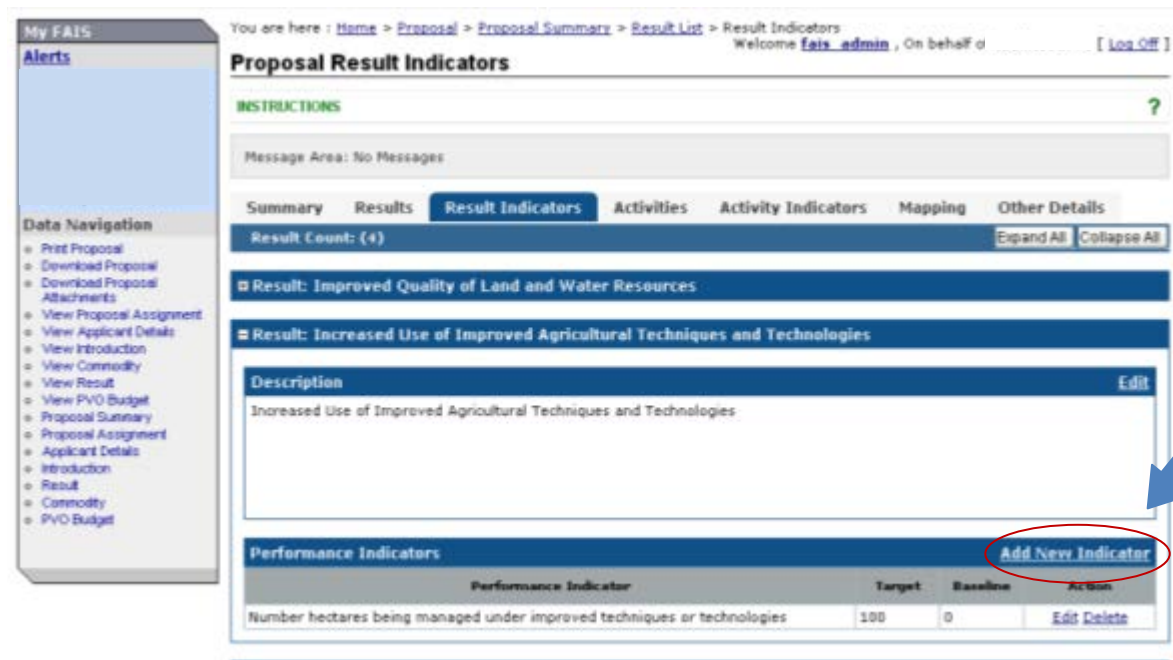


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Enter the result description in the yellow box that appears in the pop-up box after you select edit. Once you enter the result description, click **Save**.



To enter performance indicators for the result, click on “add new indicator.” When selecting indicators for each result, please follow the guidance provided in Annex II of the FY2014 Proposal Guidance.



FY 2014 Food Aid Proposal Entry Instructions

Enter the performance indicator information in the yellow box and the target and baseline information in the two boxes below the yellow box and click **Save**. Repeat this process for all results in the proposal.

My FAIS

You are here: HOME > PROPOSAL > PROPOSAL SUMMARY > RESULTS > RESULT INDICATORS

Alerts

Add Performance Indicator

Result: Improved Quality of Land and Water Resources

Performance Indicator

Target 0

Baseline 0

Save Cancel

Result: Increased Availability of Improved Inputs

Once saved, the performance indicator will appear under the result with the target and baseline data. If you need to edit or delete a performance indicator for a result, please click “edit” or “delete” under Action next to the performance indicator.

Alerts

Proposal Result Indicators

INSTRUCTIONS ?

Summary Results **Result Indicators** Activities Activity Indicators Mapping Other Details

Result Count: (3) Expand All Collapse All

Result: Improved Quality of Land and Water Resources

Result: Increased Availability of Improved Inputs

Result: Improved Infrastructure to Support On-Farm Production

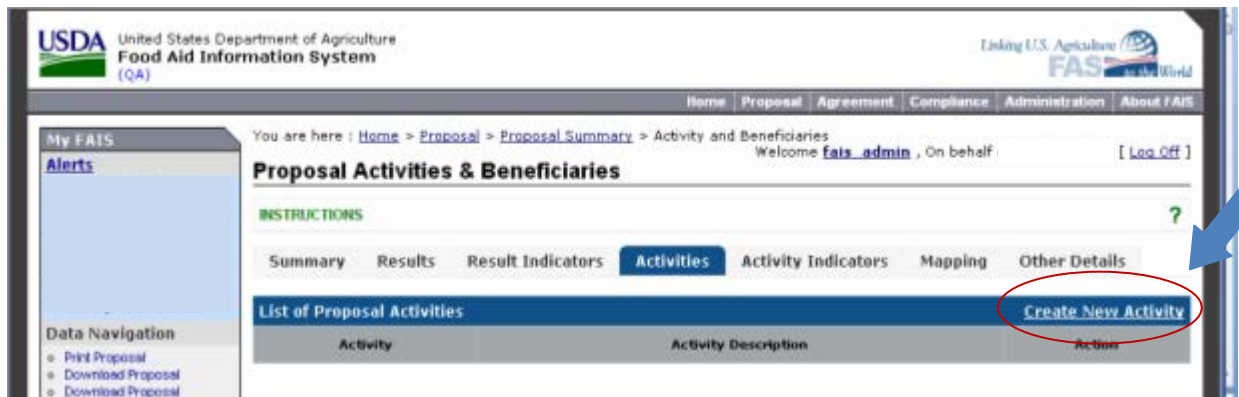
Description Improved Infrastructure to Support On-Farm Production Edit

Performance Indicators Add New Indicator

Performance Indicator	Target	Baseline	Action
Percent of farms in target region that have two or more improved on-farm structures	80	0	Edit Delete

The Activities Tab

To complete the Activities subsection, click the Activities tab at the top of the Results window. (See the screenshot below.) Under this tab, applicants need to enter the activities to be carried out in the proposed program. To begin completing the list of proposal activities, applicants should click “Create New Activity.”



The applicant should select an activity from the “Activity” drop down box, which contains many common activities in USDA programs. However, if the drop down box does not contain the activity that you need, you can select “custom activity.” In the “activity description” text box (where you will describe your activity in detail) be sure to include the title of the custom activity. A list of common activities in this drop down box is in the Proposal Guidance.

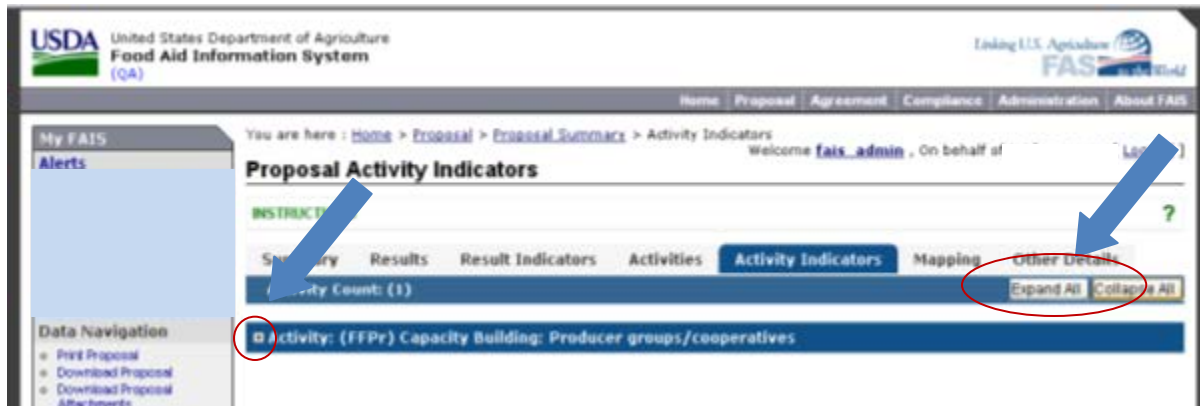


FY 2014 Food Aid Proposal Entry Instructions

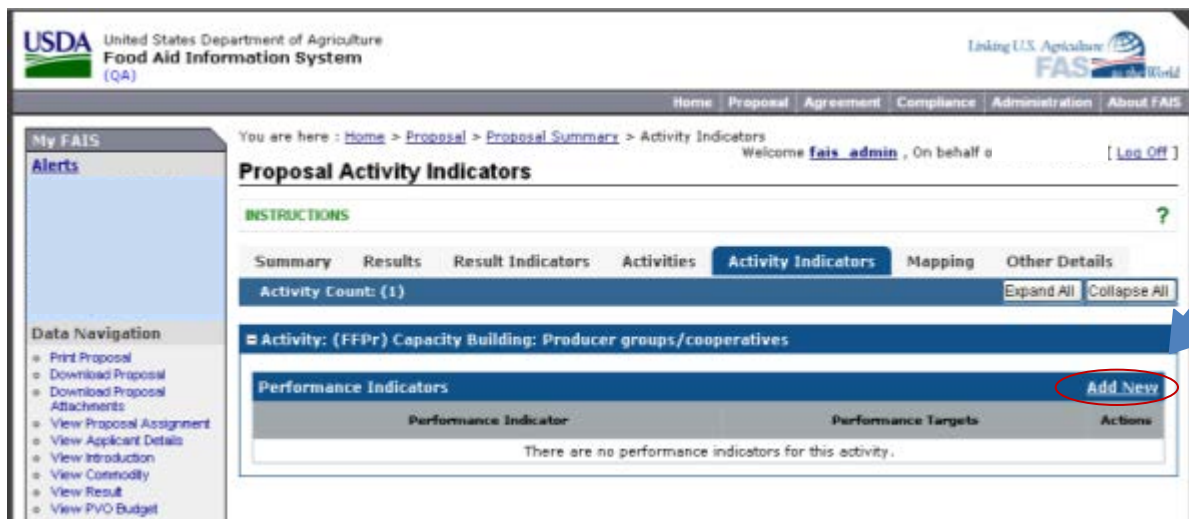
Once the applicant has described their activity in detail in this box, press the **Save** button, and the “List of Proposal Activities and Benerficiaries” table will automatically populate with this information. Repeat this process for all activities in the proposal.

The Activity Indicator Tab

To enter activity indicators for a specific activity, click the “Activity Indicator” tab. All activities that were entered in the Activities tab should appear as a list in the Activity Indicator tab. To add performance indicators to a specific result, click the plus symbol next to the Activity title to expand the view. To expand all Activities, click on the “expand all” button.



Once expanded, click “add new” to add a performance indicator to that activity.



FY 2014 Food Aid Proposal Entry Instructions

Enter the Performance Indicator for that activity into the yellow box. The fiscal years for the program should be automatically populated based on the information entered in the Introduction Details section for the start and end dates of the project. Please enter the target performance numbers in the boxes for each fiscal year of the project. If an activity will not take place for a particular fiscal year, please enter zero as the performance indicator target. Once the performance indicator and targets are entered, click **Save**. Please see the FY2014 Proposal Guidance for additional guidance on performance indicators for activities.

USDA United States Department of Agriculture
Food Aid Information System (QA)

Linking U.S. Agriculture to the World

Home Proposal Agreement Compliance Administration About FAIS

My FAIS Alerts

Edit Performance Indicator

Activity: (FFPr) Capacity Building: Producer groups/cooperatives

Name:

[Yellow Box for Performance Indicator]

FY 2014 [Input Field]

FY 2015 [Input Field]

FY 2016 [Input Field]

Save Cancel

Log Off

Details Collapse All

Add New

Actions Edit Delete

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FY 2014 Food Aid Proposal Entry Instructions

Once saved, the performance indicator and targets will appear under the individual activity. To edit or delete the information, click edit or delete under actions. To add additional indicators for the activity, select “Add New.” Repeat this process for all activities in the proposal.

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Home | Proposal | Agreement | Compliance | Administration | About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Activity Indicators
Welcome [fais_admin](#) , On behalf of : [[Log Off](#)]

Proposal Activity Indicators

INSTRUCTIONS ?

Message Area: No Messages

Summary Results Result Indicators Activities **Activity Indicators** Mapping Other Details

Activity Count: (1) [Expand All](#) [Collapse All](#)

Activity: (FFPr) Capacity Building: Producer groups/cooperatives

Performance Indicators			Add New
Performance Indicator	Performance Targets	Actions	
Name: Number of training sessions in farm management conducted for agriculture producers.	FY 2014: 5 FY 2015: 10 FY 2016: 15	Edit Delete	

[FAS Home](#) | [USDA.gov](#) | [USA.gov](#) | [White House](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

The Mapping Tab

To begin completing the Mapping subsection, click the “Mapping” tab at the top of the Results window. (See the screenshot below.) Under this tab, applicants will link the activities listed in the “Activities” subsection to the results listed in the “Results” subsection.

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You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Result-Activity Mapping
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Proposal Result & Activity Mapping

INSTRUCTIONS ?

Your record has been saved successfully

Summary Results Result Indicators Activities Activity Indicators **Mapping** Other Details

Add/Edit Result & Activity Mapping

Proposal Activity: *
Result: *

List of Result & Activity Mapping		Create New
Activity	Result	Action
(FFPr) Capacity Building: Producer groups/cooperatives	Increased Availability of Improved Inputs	Edit Delete

Showing 1 to 2 of 2 entries Filter all columns:

[FAIS Home](#) | [USDA.gov](#) | [USA.gov](#) | [White House](#) | [EQUI](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

The “Proposal Activity” and “Result” dropdown boxes will preload with the activities and results entered in the Results and Activities subsections. Applicants should select an activity from the “Proposal Activity” dropdown menu and should select a result supported by this activity from the “Result” dropdown menu. After mapping an activity to a result, click save, and it will automatically populate in the “List of Results & Activity Mapping” table (pictured in the screenshot above).

Please note that you should map your activities only to the lowest level result you are seeking to affect. Do not link your activities to every result in the framework that it will affect. Additionally, please note that every activity must be mapped to at least one result.

The Other Details Tab

To begin completing the Other Details subsection, click the Other Details tab at the top of the Results window. (See the screenshot below.)

My FAIS
Alerts

Data Navigation

- Print Proposal
- Download Proposal
- Download Proposal Attachments
- View Proposal Assignment
- View Applicant Details
- View Introduction
- View Commodity
- View Result
- View PVO Budget
- Proposal Summary
- Proposal Assignment
- Applicant Details
- Introduction
- Result
- Commodity
- PVO Budget

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Result Additional Details

Welcome **faiss_admin...** | [Log Off](#)

Proposal Result Other Details

INSTRUCTIONS ?

Summary Results Activities & Beneficiaries Mapping **Other Details**

Result Other Details

Cash or Non-cash Contributions:

Sub-Recipients:

Government and Non-Government Agencies:

Method Of Educating Public:

Method of Choosing Beneficiaries:

Target Geographic Area:

COMPLETING THE COMMODITY SECTION

In the Commodity Section, applicants enter the commodities requested as well as transportation, logistics, and monetization information (if applicable). (Please note that in FAIS, the Plan of Operation is now composed of the Result and Commodity Sections. For additional information on the Plan of Operations you may reference 7 CFR 1499.4 (d) for Food for Progress and 7 CFR 1599.4 (d) for McGovern-Dole Program.)

To enter information about proposed commodities, click the “Commodity” link on the gray “My FAIS” navigation pane. This will lead you to the Commodity section (see screenshot below), which is broken down into four subsections: Commodity Summary, Commodity List, Special Needs & Distribution Methods, and Monetization. Applicants can navigate among these subsections by using the tabs at the top of the window.

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Home Reports Out Agreement Administration Compliance Proposal Budget About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Commodity Section Summary

Welcome **FAD_D01** [[Log Off](#)]

Proposal Commodity Section Summary

INSTRUCTIONS ?

Commodity Summary Commodity List Special Needs & Distribution Methods Monetization

Proposal Information

Organization:

Proposal Number:

Program Type:

Status:

Country:

Proposal Section Workflow History

User	Date	Action	Status	Comments
No data available in table				

Showing 0 to 0 of 0 entries

Filter all columns:

The Commodity Summary Tab

To view the Commodity Summary, click on the Commodity Summary tab on the top of the Commodity window. The commodity summary tab serves two purposes: it shows general proposal information and captures the workflow history for the commodity section (in the “Proposal Section Workflow History” table shown in the screenshot above). As applicants work on the commodity section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Commodity Summary subsection.

The Commodity List Tab

The Commodity List tab contains a “List of Commodities” table that applicants must populate. Applicants can add a new commodity and edit/delete added commodities. To add a new commodity to the table, select “create new commodity” (shown in the screenshot below).

Once you select, “Create New Commodity” you will be led to a separate screen (see screenshot below), where you can select: (1) a commodity from the drop down list of available commodities, (2) the pack size and type, and (3) how the commodity will be used (i.e. monetization, barter, or direct distribution). Applicants should also enter the requested quantity, destination country, and the estimated delivery date in the available text boxes. If the commodity will be monetized or bartered, please complete the relevant optional text boxes.

Basic Information

Commodity *

Package Size/Type *

Commodity Usage Type *

Quantity MT

Destination Country

Delivery To U.S Port *

Monetization Details

Estimated Sales Per MT (\$)

Estimated Proceeds (\$)

The Special Needs & Distribution Methods Tab

To complete the Special Needs & Distribution Methods subsection, click the Special Needs & Distribution Methods tab at the top of the Commodity window. (See the screenshot below.)

Under this tab, applicants need to complete five text boxes displayed in the window, including: Special Delivery, Commodity, Processing, or Packaging Needs; Description of Transportation and Storage and Logistics Plan; Duty Free Entry; Economic Impact; and Other Remarks/Ration Justification. (Please note that only boxes shaded yellow are required information; however, the ration justification box for McGovern-Dole is also required) Specific guidance on what to enter in these boxes is provided in the Proposal Guidance.

The Monetization Tab

To begin completing the Monetization subsection, click the Monetization tab at the top of the Commodity window. (See the screenshot below.) Please note that information under the Monetization tab is only required if you state that you will monetize requested commodities from the List of Commodities table in the Commodity List tab.

If applicants plan to monetize commodities, they must fill out the text boxes displayed in the window, including: Impact on Other Sales, Private Sector Participation in Sales of Commodity, Sales Proceeds Usage, and Assuring Receipt Procedures. (Only the boxes shaded yellow are required information. Boxes in this section will only be required if the applicant proposes to monetize requested commodities.)

The screenshot displays the USDA Food Aid Information System (FAIS) web application. At the top, the USDA logo and "United States Department of Agriculture Food Aid Information System (QA)" are on the left, and the "Linking U.S. Agriculture to the World FAS" logo is on the right. A navigation bar contains links: Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below this, a breadcrumb trail reads "You are here : Home > Proposal > Proposal Summary > Monetization". On the left, a sidebar shows "My FAIS" and "Alerts". The main content area is titled "Proposal Commodity Section Monetization" and includes a green "INSTRUCTIONS" link with a question mark icon. At the bottom, a tabbed interface shows four tabs: "Commodity Summary", "Commodity List", "Special Needs & Distribution Methods", and "Monetization", with the "Monetization" tab currently selected.

COMPLETING A PROGRAM BUDGET

The last section of the proposal is the “PVO Budget” section. In FY2014, a full budget submission is required for all proposals. (Note that this guide provides instructions for Private Voluntary Organizations to enter a budget. There is a different entry screen for the World Food Program (WFP), which will only appear for users registered as part of WFP.) All expenses must be accounted for as either administrative expenses or activity expenses (for more information, please see the budget section of this guide).

To enter the proposal’s program budget, click the “PVO Budget” link on the gray “My FAIS” navigation pane. This will lead you to the PVO Budget section (see screenshot below), which is broken down into two subsections: PVO Budget Summary and PVO Budget List. Applicants can navigate among these subsections by using the tabs at the top of the window.

The PVO Budget Summary Tab

To view the PVO Budget Summary, click on the PVO Budget Summary tab on the top of the PVO Budget window. The PVO budget summary tab serves two purposes: it shows general proposal information that is automatically populated and captures the workflow history for the PVO Budget section (in the “Proposal Section Workflow History” table shown in the screenshot below). As applicants work on the PVO Budget section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the PVO Budget Summary subsection.



The PVO Budget List Tab

To begin completing the PVO Budget List subsection, click the PVO Budget List tab at the top of the PVO Budget window. (See the screenshot below.) To add a budget item one line at a time, click “Add Line Item.” To add bulk budget lines, 100 lines or less at a time, click “Add Bulk” as noted in the red box below. To delete the entire budget, click “Delete All.” To delete the budget items for one activity, click “Delete Yearly Budgets.” For FY 2014, PVOs have the option of working on their budgets in Excel and copying and pasting the data into FAIS. To do this, you must use the template provided by FAIS and cannot change the order of the columns, delete columns, or add columns. You can, however, add rows for calculations or do calculations in the margins of the template.

The screenshot shows the FAIS (Food Aid Information System) interface. At the top, there's a header with the USDA logo and navigation links. The main content area is titled "Proposal PVO Budget List". Below this, there are tabs for "PVO Budget Summary", "PVO Budget List" (which is selected), and "Budget Narrative". A "Budget Summary" table shows zero values for Cash, Monetization, and Total. Below that, a "List of PVO Budgets" table is shown with columns for Fiscal Year, Activity, Expense Type, Details, Quantity, Price Per Unit (\$), Total Price (\$), NICRA %, Total After NICRA (\$), Cash (\$), Monetization (\$), and Action. The "Add Bulk" link is highlighted with a red box. The interface also includes a sidebar with "My FAIS" and "Alerts" sections, and a "Data Navigation" menu on the left.

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Home | Proposal | Agreement | Compliance | Administration | About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > PVO Budget List
Welcome [fais_admin](#) , On behalf of [[Log Off](#)]

Proposal PVO Budget List

INSTRUCTIONS ?

[Download Activity Codes](#)

PVO Budget Summary **PVO Budget List** Budget Narrative

Budget Summary

Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
Total	0.00	0.00	0.00

List of PVO Budgets [Add Line Item](#) **Add Bulk** [Delete All](#) | [Delete Yearly budget](#) | [Download Budget](#)

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Total After NICRA (\$)	Cash (\$)	Monetization (\$)	Action
No data available in table											

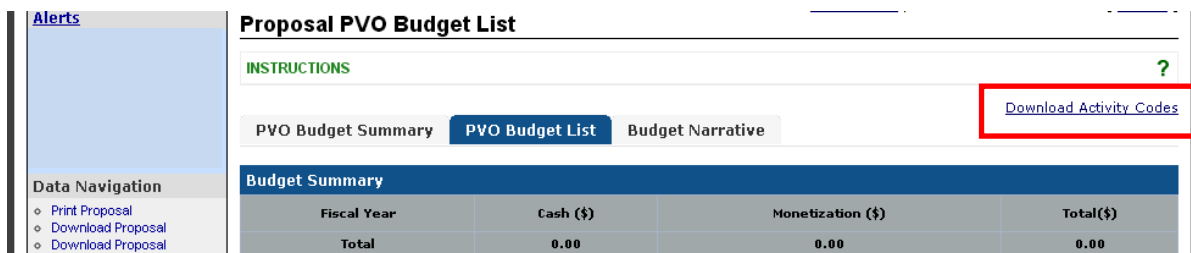
Showing 0 to 0 of 0 entries

Filter all columns:

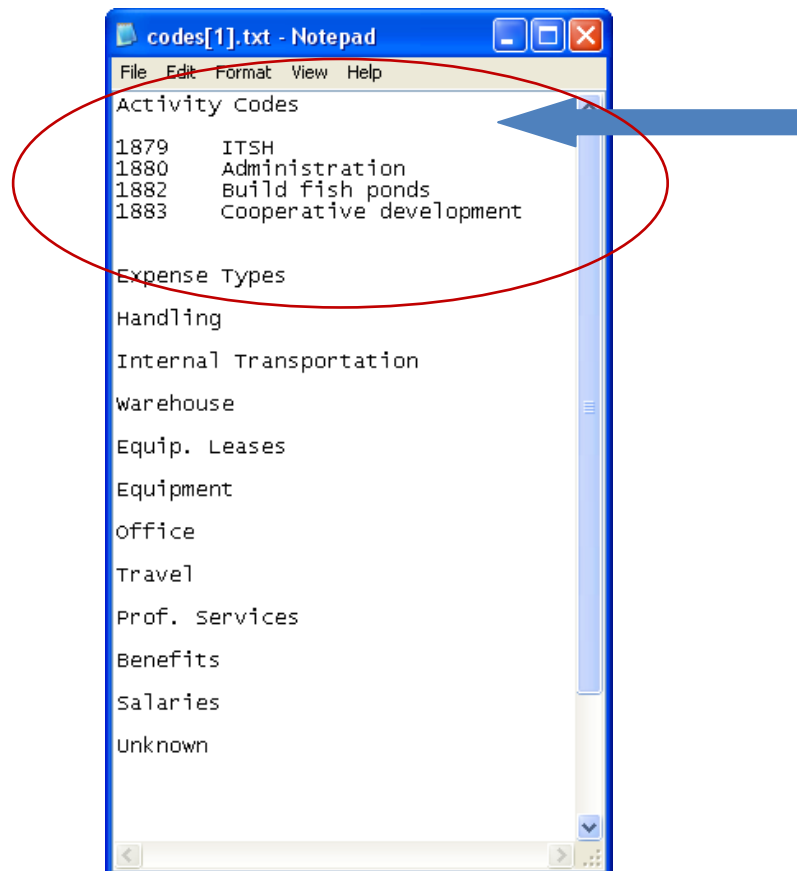
Adding Bulk Budget Lines: Downloading Activity Codes

FAIS will pop-up a window in Notepad containing the activity codes. ITSH and Administration also have codes that need to be entered when adding an expense of this type. The “codes” document will also remind you of the expense types that FAIS allows and the locations (HQ and the Field) that FAIS accepts.

To begin using an Excel spreadsheet to complete your budget, click “download activity codes.” FAIS will generate an activity code for all activities that have been added to the proposal. An activity code is necessary in order for FAIS to properly process bulk budget entries.



Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
Total	0.00	0.00	0.00



codes[1].txt - Notepad

File Edit Format View Help

Activity Codes

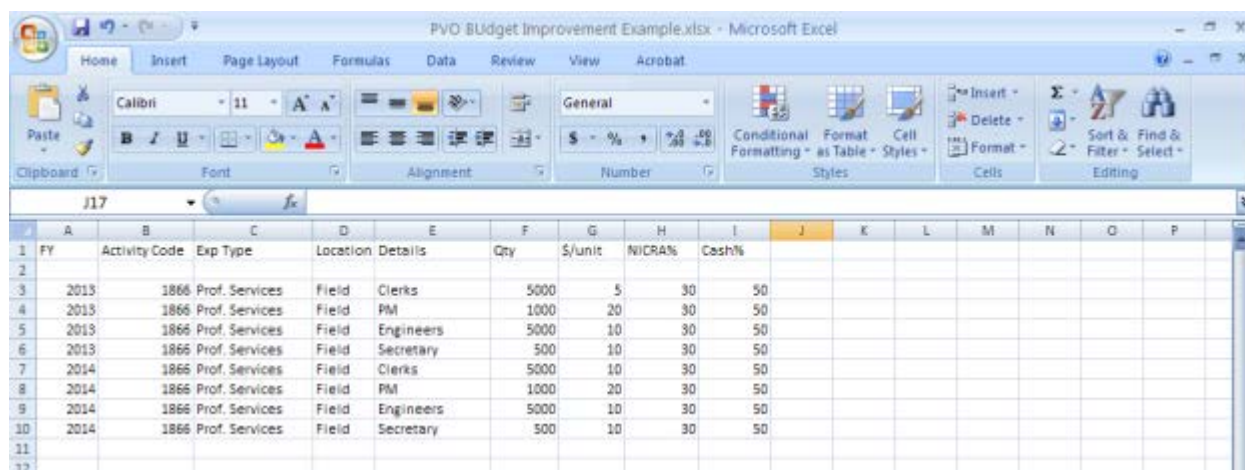
- 1879 ITSH
- 1880 Administration
- 1882 Build fish ponds
- 1883 Cooperative development

Expense Types

- Handling
- Internal Transportation
- Warehouse
- Equip. Leases
- Equipment
- office
- Travel
- Prof. Services
- Benefits
- Salaries
- Unknown

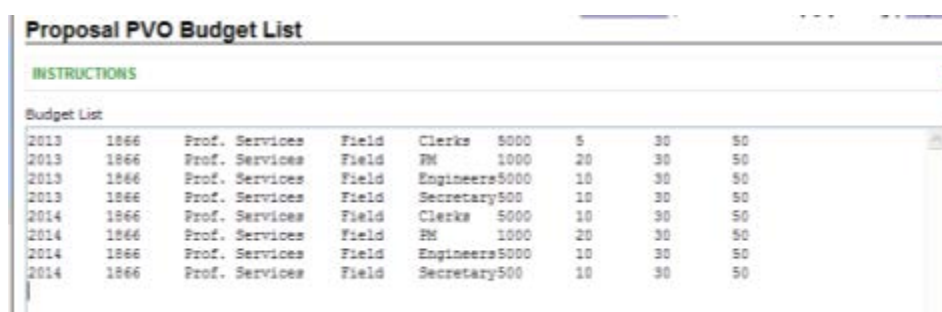
Adding Bulk Budget Lines: Compiling Budget in Excel and FAIS

To begin compiling a budget in Excel, open the template (provided with the proposal templates on the FAS website) and begin adding data budget line items. Add the activity codes provided in the Notebook pop-up in column B (for more information on the budget information, please see the budget section of this guidance). Please don't add commas or change the format of the columns in any way. Also don't add columns or delete columns within the template block.



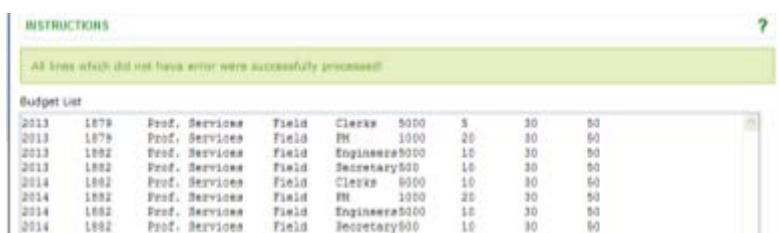
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	FY	Activity Code	Exp Type	Location	Details	Qty	\$/unit	NICRAN	Cost%							
3	2013	1866	Prof. Services	Field	Clerks	5000	5	30	50							
4	2013	1866	Prof. Services	Field	PM	1000	20	30	50							
5	2013	1866	Prof. Services	Field	Engineers	5000	10	30	50							
6	2013	1866	Prof. Services	Field	Secretary	500	10	30	50							
7	2014	1866	Prof. Services	Field	Clerks	5000	10	30	50							
8	2014	1866	Prof. Services	Field	PM	1000	20	30	50							
9	2014	1866	Prof. Services	Field	Engineers	5000	10	30	50							
10	2014	1866	Prof. Services	Field	Secretary	500	10	30	50							

To add budget line items generated in Excel to FAIS, click “Add Bulk” (see previous page for screen shot). Copy just the budget line items, headings are not necessary, and paste them into the box called below called “budget list.” Please only paste 100 line items or less to ensure FAIS does not time out when processing the lines. Click “save” when you have pasted the 100 lines or less.



Proposal PVO Budget List								
INSTRUCTIONS								
Budget List								
2013	1866	Prof. Services	Field	Clerks	5000	5	30	50
2013	1866	Prof. Services	Field	PM	1000	20	30	50
2013	1866	Prof. Services	Field	Engineers	5000	10	30	50
2013	1866	Prof. Services	Field	Secretary	500	10	30	50
2014	1866	Prof. Services	Field	Clerks	5000	10	30	50
2014	1866	Prof. Services	Field	PM	1000	20	30	50
2014	1866	Prof. Services	Field	Engineers	5000	10	30	50
2014	1866	Prof. Services	Field	Secretary	500	10	30	50

If any lines had an error, FAIS will list them in red at the top of the screen. If there are no errors, FAIS will display the message below indicating all lines have been processed. Click “back to budget list” to see the added budget lines.



INSTRUCTIONS								
All lines which did not have error were successfully processed!								
Budget List								
2013	1879	Prof. Services	Field	Clerks	5000	5	30	50
2013	1879	Prof. Services	Field	PM	1000	20	30	50
2013	1882	Prof. Services	Field	Engineers	5000	10	30	50
2013	1882	Prof. Services	Field	Secretary	500	10	30	50
2014	1882	Prof. Services	Field	Clerks	5000	10	30	50
2014	1882	Prof. Services	Field	PM	1000	20	30	50
2014	1882	Prof. Services	Field	Engineers	5000	10	30	50
2014	1882	Prof. Services	Field	Secretary	500	10	30	50

Adding Single Line Budget Entries

To create a single budget line item, click “Add line item” and add the details shown below.

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | Budget | About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > [PVO Budget List](#) > Create PVO Budget

Welcome **FAD_D01** [[Log Off](#)]

Create Proposal PVO Budget

[INSTRUCTIONS](#) ?

Basic Information

Fiscal Year: =

Activity: =

Expense Type: =

Location: =

Details:

Quantity:

Price Per Unit (\$): =

Total Price (\$):

NICRA %:

Total After NICRA (\$):

Cash %:

Monetize %:

Cash (\$):

Monetization (\$):

Editing Budget Entries

To edit lines after they have been added to FAIS, click “edit” and to delete a line, click “delete.”

Data Navigation

- Print Proposal
- Download Proposal
- Download Proposal Attachments
- View Proposal Assignment
- View Applicant Details
- View Introduction
- View Commodity
- View Result
- View PVO Budget
- Proposal Summary
- Applicant Details
- Introduction
- Result
- Commodity
- PVO Budget

Budget Summary

Fiscal Year	Cash (\$)	Monetization (\$)	Total (\$)
2014	81250.00	81250.00	162500.00
2013	65000.00	65000.00	130000.00
Total	146250.00	146250.00	292500.00

List of PVO Budgets [Add Line Item](#) [Add Bulk](#) [Delete All](#) [Delete Yearly budget](#)

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Total After NICRA (\$)	Cash (\$)	Monetization (\$)	Action
2014	Build fish ponds	Prof. Services	Secretary	500	10.00	5000.00	30.00	6500.00	3250.00	3250.00	Edit Delete
2013	Build fish ponds	Prof. Services	Engineers	5000	10.00	50000.00	30.00	65000.00	32500.00	32500.00	Edit Delete
2013	Build fish ponds	Prof. Services	Secretary	500	10.00	5000.00	30.00	6500.00	3250.00	3250.00	Edit Delete
2014	Build fish ponds	Prof. Services	Clerks	5000	10.00	50000.00	30.00	65000.00	32500.00	32500.00	Edit Delete
2014	Build fish ponds	Prof. Services	PM	1000	20.00	20000.00	30.00	26000.00	13000.00	13000.00	Edit Delete
2014	Build fish ponds	Prof. Services	Engineers	5000	10.00	50000.00	30.00	65000.00	32500.00	32500.00	Edit Delete
2013	ITSH	Prof. Services	Clerks	5000	5.00	25000.00	30.00	32500.00	16250.00	16250.00	Edit Delete
2013	ITSH	Prof. Services	PM	1000	20.00	20000.00	30.00	26000.00	13000.00	13000.00	Edit Delete

Showing 1 to 8 of 8 entries Filter all columns:

FAS Home | USDA.gov | USA.gov | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

The PVO Budget Narrative Tab

All proposals require a budget narrative and justification. To enter this information, click on the Budget Narrative Tab. The budget justification should be entered in the yellow box under the Budget Narrative tab. Click save to add the entered text to the Budget Narrative section of the proposal. If edits need to be made, those edits can be made directly in the text of the box. Edits will override the previously entered text once saved. For information on what to include in the Budget Narrative, please refer to the FY14 Proposal Guidance document.

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are visible. The top navigation bar includes links for Home, Proposal, Agreement, Compliance, Administration, and About FAIS. The user is logged in as 'faiss_admin'.

The main content area is titled 'Proposal PVO Budget Narrative'. It features a tabbed interface with three tabs: 'PVO Budget Summary', 'PVO Budget List', and 'Budget Narrative'. The 'Budget Narrative' tab is currently selected. Below the tabs, there is a section labeled 'Proposal Budget Narrative' which contains a large yellow text box for entering the budget narrative. A blue arrow points to this yellow box. Below the text box is a 'Save' button. To the right of the text box is a small asterisk (*).

On the left side of the interface, there is a 'My FAIS' sidebar with an 'Alerts' section and a 'Data Navigation' menu. The 'Data Navigation' menu includes links for Print Proposal, Download Proposal, Download Proposal Attachments, View Proposal Assignment, View Applicant Details, View Introduction, View Commodity, View Result, View PVO Budget, Proposal Summary, Proposal Assignment, Applicant Details, Introduction, Result, Commodity, and PVO Budget.

At the bottom of the page, there is a footer with links for FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

SUBMITTING PROPOSALS IN FAIS

To submit your proposal to USDA all sections must be complete and submitted to the PP Director for review. Once all sections have been “Submitted for Review” to the PP Director, they can then select “Submit to USDA.”

The screenshot displays the FAIS web application. The top navigation bar includes links for Home, Proposal, Agreement, Compliance, Reports, Administration, and About FAIS. The user is logged in as 'faiss_admin'. The main content area is titled 'Proposal Summary' and includes a sidebar with 'Data Navigation' options such as 'Print Proposal', 'Download Proposal', 'View Proposal Assignment', and 'View Applicant Details'. The 'Proposal Information' section shows details for a proposal from Tonga, including the Solicitation ID (7), Proposal Number (2012-0048), and Program Type (FFPy). The 'Proposal Section Details' section contains a table of workflow actions.

Organization	Timestamp	Action	Status
DISPATCH TEL	1/24/2012 09:00:29	Approved	Approved
NICOLA SAKHLEH	1/24/2012 09:00:14	EvalComplete	Evaluation Complete
NICOLA SAKHLEH	1/24/2012 03:29:26	EvalComplete	Evaluation Complete
NICOLA MILLER	1/24/2012 03:20:22	Evaluate	Evaluated
NICOLA SAKHLEH	1/24/2012 03:17:49	Assign	Assigned
Susan Bernatein	1/24/2012 03:16:08	Submit To USDA	Submitted
Susan Bernatein	1/24/2012 03:15:16	Submit For Review	Submitted For Review
Susan Bernatein	8/3/2011 01:47:22	Create	In Progress

Showing 1 to 11 of 11 entries

Filter all columns: []

Workflow Actions

Submit To USDA | Request For Modification | Reject

CHECKLIST FOR SUBMITTING PROPOSALS IN FAIS

Proposal Summary Section

- ☐ Project Level Frameworks Attached
- ☐ Performance Monitoring Plan Attached
- ☐ Evaluation Plan Attached
- ☐ Past Performance Records Attached
- ☐ CV of proposed Chief of Party or Project Director Attached
- ☐ NICRA Attached
- ☐ Most Recent Audited Financial Statement Attached
- ☐ SF-424 Attached
- ☐ AD-3030 Attached
- ☐ Letters of Support Attached (Not Required)

Introduction and Strategic Analysis Section

- ☐ All required boxes are filled in for country, project dates, etc.
- ☐ Introduction box includes descriptions based on Proposal Guidance for the following areas:
 - ☐ One paragraph summary of proposed project
 - ☐ In-Country Registration Status
 - ☐ Organizational Capability
 - ☐ FFP Only: Lasting Impact
 - ☐ MGD only: Local Capacity Building
 - ☐ MGD only: Commitment to Education
 - ☐ MGD only: Graduation and Sustainability
- ☐ Introduction box includes Strategic Analysis
- ☐ Completed Program Administration Tab

Results Section

Results Tab

- ☐ Each result depicted on the proposal's Project Level Framework has a Result listed in FAIS

Results Indicator Tab

- ☐ Each result listed in FAIS has at least one performance indicator and target
- ☐ Each result listed has a result description

Activities Tab

- ☐ Each activity listed has an activity description

Activities Indicator Tab

- ☐ Each activity has an output indicator with targets for each year of the project
- ☐ Each activity has an output indicator that reflects the number of beneficiaries benefitting from that activity

Mapping Tab

- ☐ All activities are mapped to at least one result

FY 2014 Food Aid Proposal Entry Instructions

Other Details Tab

- ☐ Cash and Non-Cash Contributions section completed
- ☐ Sub-recipients section completed
- ☐ Government and Non-Government Agencies section completed
- ☐ Method of Choosing Beneficiaries section completed
- ☐ Method of Educating Beneficiaries section completed
- ☐ Target Geographic Area section completed

Commodity Section

Commodity Tab

- ☐ All proposed commodities are selected including basic information and monetization or barter details if applicable

Special Needs & Distribution Methods

- ☐ Transportation and Storage section completed
- ☐ Processing and Packaging section completed
- ☐ Duty Free Entry section completed
- ☐ Economic Impact section completed
- ☐ Other Remarks section completed and includes program specific information requested in guidance

Monetization Tab (if applicable)

- ☐ Impact on Other Sales section completed
- ☐ Private Sector Participation in Sale of Commodity section completed
- ☐ Sales Proceed Usage Activity Implementation section completed
- ☐ Assuring Receipt Procedures section completed
- ☐ Expected Interest Earned section completed

PVO Budget Section

- ☐ Complete project budget uploaded or entered per Proposal Guidance
- ☐ Budget narrative completed